

Approved For Release 2001/03/02 : CIA-RDP60-00213A000100030076-9

28 NOV 1955

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Manpower Review

1. The Office of Communications (OC) has made a study of its manpower requirements with a view to the effects of a 10 per cent cut in the present ceiling. This letter will provide general information as well as specific paragraphs keyed to the questions set forth by your manpower survey representatives.

2. The OC has at present a total working ceiling of [REDACTED] This ceiling is divided as follows: 25X9A2

- A. Regular Activities [REDACTED] 25X9A2
  - a. Headquarters Staff and U. S. Field [REDACTED] 25X9A2
  - b. Headquarters and Alternate Signal Centers [REDACTED] 25X9A2
  - c. Overseas Stations [REDACTED] 25X9A2
- B. Special Activities [REDACTED] 25X9A2
  - a. COMINT [REDACTED]
  - b. ELINT and NSC [REDACTED] 25X9A2
  - c. [REDACTED] 25X9A2
- C. [REDACTED] 25X9A2

25X9A2

25X1A9a

25X1A6a

3. IF THE DIRECTOR IS REQUIRED TO EFFECT A TEN PERCENT REDUCTION IN CURRENT AGENCY MANPOWER, WHAT SPECIFIC ACTION WOULD THE DIRECTOR OF COMMUNICATIONS TAKE TO EFFECT THIS REDUCTION IN HIS AREAS?

Since the Office of Communications ceiling, allocated for regular activities was reduced by more than six percent to conform to the figures established by the Deputy Director (Support) as of 31 July 1955, and since considerable compensated and voluntary overtime is now required to meet the current workload and station coverage requirements, the Office could effect a further 10 per cent reduction only if some substantial portion of its workload were eliminated. The OC alone cannot determine the relative importance to CIA of its various activities. It is therefore recommended that competent authority consider the following activities which this Office believes must provide the positions to be eliminated in making a ten per cent cut:

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25X1A3b



25X9A2

a. In the Middle East and Southeast Asia, personnel reductions could be effected only by closing down one or more of the [redacted] out stations or by a substantial (35-50%) reduction in the traffic load handled by the base stations in these two areas. It might be interesting to note that the workload in Southeast Asia six months ago warranted an increase of [redacted] ceiling positions, approval of which has recently been re-requested.

25X9A2

25X9A2

b. The [redacted] station in Latin America exist primarily as an emergency communications system. Any personnel savings in this area would have to be accomplished by the closing of individual stations rather than by reduction of traffic load since the load is quite light.

25X9A2

c. In Europe, [redacted] radio installations, each manned by one communicator, are maintained as emergency facilities. Elimination of this requirement would result in a saving of six communications personnel.

D. COMINT activities, the operational control of which is wholly outside CIA.

E. ELINT activities. Personnel savings might be possible on the basis of better knowledge and experience as CIA begins to implement its original program which is the basis for the allocation of ceiling positions.

25X9A2

D. Propaganda broadcasts. Approximately [redacted] OC personnel are now assigned to duties in this field. The majority of this number could be saved provided that base station standby coverage could be reduced following elimination of broadcast projects.

25X1A2g

E. Training project [redacted] positions could be saved if the duties now being performed by personnel occupying OC ceiling positions could be transferred to contract personnel.

25X1A9a

F. Projects [redacted] OC personnel are required only to assist DD/P liaison arrangements in the countries concerned.

25X1A9a

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G. The CIA Emergency Relocation Center. This installation might be placed on a caretaker basis or considerable personnel savings might be effected if the function were transferred to the [REDACTED] site. 25X1A6a Provisions for maintenance or transfer of the OC R & D Laboratory would be required.

H. Alternate Signal Center, 25X1A6a [REDACTED] This installation could be closed and traffic currently handled could be assumed by the Headquarters Signal Center with a saving of approximately four positions. Emergency communications efficiency would be affected by deactivating this facility.

25X1C4a

b. serves as a second base station for the Latin American DCS network.

c. functions in the OC training and R & D testing programs.

d. provides the only U. S. rotation assignments for radio operators.

25X1A9a

J. OC Training. OC training staffs, domestic and overseas, presently occupying approximately [REDACTED] positions, could possibly be cut, but only on the basis of less frequent courses and reduced curricula and longer unproductive time gaps between assignments.

K. Other Signal Centers and Radio Base Stations. Coverage at these types of installations could be reduced; i.e., from 24 to 16 hours or 16 to 12 or 8 hours daily or from 7 to 5 days weekly. Arbitrary traffic reductions and increased traffic backlogs would be necessary companions to such action.

25X1A6a

L. [REDACTED] It is believed that this type of position is better filled by contract personnel rather than staff personnel. Such a change would currently save one OC employee.

M. Depending on the overall reduction in connection with a personnel cut, other savings might be effected within this Office.

4. ARE ANY OC UNITS NOW PERFORMING ANY FUNCTION OR ACTIVITY WHICH IS BEING PERFORMED BY ANOTHER COMPONENT OF THIS AGENCY OR BY ANOTHER GOVERNMENT AGENCY? IF SO, COULD THE FUNCTION, OR PORTIONS THEREOF, BE PERFORMED ENTIRELY BY THE OTHER COMPONENT OR OTHER GOVERNMENT AGENCY?

~~SECRET~~

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The Office of Communications is not knowingly and directly duplicating functions of other agency components or non-agency organizations. The existence, however, of identical functions such as research and development and maintenance of stock records, might result in some extra overhead personnel. Nevertheless, the numbers are few and this Office is unable to visualize a practical combination of activities which would eliminate even this small number of positions.

5. DO ANY OC UNITS NOW HAVE WORK REQUIREMENTS BEYOND PRESENT MANPOWER CAPABILITY? IF SO, WHAT ADDITIONAL MANPOWER IS REQUIRED?

Various activities of the Office are either being performed only in part or not at all due to present staffing limitations. These include:

A. Proper maintenance of wire, microwave and ciphony systems. Without increased staff, the units responsible for this work will be faced with increasing equipment outages. Trouble calls during the month of October, for example, numbered 203, consuming 193 man hours.

B. The establishment of a "quick reaction capability" for the production of equipment for clandestine operations. When the new R & D laboratory was established at [REDACTED] it was intended to provide limited production facilities of this type but achievement of this objective was prevented by personnel limitations imposed at that time.

25X1A6a

C. Inventories of Headquarters cryptographic stocks. Limitations on staff as against workload have prevented the regular completion of this important step.

D. Protective traffic analysis in direct support of DD/P operations. Additional work in this field would assist DD/P to protect its operations from becoming evident through, for example, sharp increases in staff traffic to locations concerned.

E. Liaison with NSA on cryptologic matters. The desirable amount of work in this field has not been possible with present staffing arrangements.

F. Operational testing and evaluation of equipment. The lack of adequate work in this field can result in lower effectiveness of OC support to clandestine operations.

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G. Handling of current traffic loads at Headquarters and in some field areas, notably SEACA and MECA. Heavy overtime expenditures are now required to carry these workloads.

H. Preparation of Agency regulations. Unfortunately, long time delays have been introduced due to unavailability of staff personnel and time. The correction of these deficiencies would involve an increase in present staff of approximately fifty personnel.

I. It should be noted that OC has periodically, and almost regularly, been required to assign regular staff personnel in comparatively large numbers to high priority projects. Each such project being over and above regular workload, therefore effectively results in a further reduction in personnel ceiling.

J. In considering the various functions now being accomplished by OC personnel, attention was necessarily given to supply activities. It is suggested that the present Agency supply system, particularly the record keeping and reporting portions, be reviewed at an appropriate time and against the minimum requirements of sound management and the personnel ceiling pressures.

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Director of Communications